



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Uniform Commercial Code

Division: Business Services

Sub-Section:

TITLE: Financing Statements Numerical File

CUTOFF:

DESCRIPTION: second copy of financing statements which are maintained in numerical order as prescribed by Chapter 400.9-403 (3)

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1029

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Financing Statements/Security Agreements and Cross-reference and Oversize

CUTOFF:

DESCRIPTION: all documents located and maintained in 5 motorized files in Central Office

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1028

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Public Utilities Filings

CUTOFF:EOCY

DESCRIPTION: all filings received on Public Utilities as prescribed by Chapter 400.9-302 (5)

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1031

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Uniform Commercial Code

Division: Business Services

Sub-Section:

TITLE: Termination and Expiration File

CUTOFF:

DESCRIPTION: All documents authorizing the termination of the financing statement
(computer list)

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1030

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996